

## REPORTS INVENTORY

CONTROL NO.

DD5/20-072

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

COMSEC Technical Inspection Report (Security On-Site)

2. TYPE  
OF  
REPORT

<input checked="" type="checkbox"/>	STATISTICAL
<input type="checkbox"/>	NARRATIVE
<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

☒ COMMUNICATIONS

4. NO. OF COPIES PREPARED

5

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Periodically

6. DISTRIBUTION (if components not  
number of copies)

2

7. FORMAT (memorandum, form  
computer print-out, etc)

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OC-CS Doctrine

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OC-CS/RSB/ES

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

NA

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
GS-5-11	\$5.72		4		\$22.88		33		\$755.04
Average GS-11-1									

## B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--	--	--	--	--

132

TOTAL COSTS PER YEAR

\$755.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

These reports are vital to insure that appropriate countermeasure protection  
is provided the information processing equipment installed in Agency computers.